



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

NURSING DIRECTOR, SHERIFF'S DETENTIONS FACILITIES

Class No. 004529

■ CLASSIFICATION PURPOSE

Under administrative direction to plan, organize and direct the County's Sheriff's medical detentions facilities; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position management level class allocated to the Sheriff's Department. The incumbent serves as director of a large staff of professional and paraprofessional nurses providing medical nursing care and services to inmate patients at the detentions facilities. This class differs from the next lower class in this series, Sheriff's Detention Supervising Nurse, in that the latter does not have sole responsibility for formulating and monitoring nursing programs. This class differs from Nursing Director, Edgemoor Hospital in that the latter directs the long-term skilled nursing program.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans for the most efficient use of resources.
2. Analyzes and evaluates the effectiveness of nursing services.
3. Establishes standards of performance for nursing care and services.
4. Ensures compliance with federal, state and local regulations pertaining to the provision of nursing services.
5. Guides the development of in-service training programs.
6. Works with administrative and supervisory personnel to plan and develop new programs and policies.
7. Coordinates the work of nursing services with other departmental and community programs.
8. Reviews reports of work in progress.
9. Plans and develops budgets.
10. Recommends expenditure of funds for equipment and supplies.
11. Prepares correspondence and reports.
12. Oversees personnel selection.
13. Schedules evaluation, discipline and termination activities of the division through subordinate nursing supervisors.
14. Provides responsive, high quality service to County employees, representative of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of personnel management and administration including budget preparation.

- Principles and practices of nursing in the care of inmate patients.
- Principles and practices of supervision and training.
- Current medical procedures, medications and equipment.
- Emergency medical procedures.
- Federal, state and local legislation and regulations related to psychiatric, geriatric and/or rehabilitative patient care and treatment and hospital administration.
- County structure, policies and procedures.
- Public and private nursing service providers.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, develop, implement, direct and supervise a large and comprehensive nursing program and nursing care activities.
- Assign, review, and evaluate the work of subordinate staff.
- Manage and administer a large nursing program through subordinate staff.
- Communicate effectively, orally and in writing.
- Establish working relationships with employees, community groups and professional organizations.
- Respond appropriately to emergency situations.
- Compile information and prepare reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of recent registered psychiatric or correctional nursing experience, three years of which must have been in an administrative or full supervisory position. A bachelor's or master's degree from an accredited college or university or certified equivalency for foreign studies in nursing, administration or a related health care field is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional: sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Operating assigned equipment and machinery. Must be able to lift up to 11 lbs., and occasionally 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse license is required at time of appointment and must be maintained throughout employment.

Certification/Registration

Valid CPR card at time of application.

Working Conditions

May be subjected to potentially violent patients and to communicable diseases.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: July 25, 2003
Revised: August 18, 2003
Revised: May 26, 2004